



New Jersey Meadowlands Commission

One DeKorte Park Plaza • Lyndhurst, New Jersey 07071

Administrative Offices: (201) 460-1700 • Fax: (201) 372-0161

APPLICATION FOR OUTDOOR EVENT

Application Fee: None.
Required Plans: One copy of the site plan indicating the location of event areas; and
One copy of the floor plan indicating the dimensions of indoor display/sale
areas, emergency exits, aisle widths, and location of bathroom facilities.
Required Documents: Copies of notification letters to Municipal Police and Fire Departments and
approval letters from these departments, as required by the Municipality.

1. Applicant information

(a) Applicant name _____
(b) Street address _____
(c) Municipality _____ State _____
(d) Phone number () _____

2. Property for which application is made

(a) Location of property - Street _____
Suite No. _____ Floor No. _____
Block _____ Lot _____ Municipality _____
(b) Property owner's name _____
(c) Present mailing address _____
(d) Phone number () _____
(e) (Previous) (Existing) tenant and use _____

3. Outdoor event information

Day	Date	Time

Square footage of outdoor event area: _____

On-site representative responsible for event: _____



APPLICATION FOR OUTDOOR EVENT

4. Signature of applicant (Must be the same as in item 1 above)

(Signature)

(Date)

(Printed Name)

5. Property owner's authorization (If applicant is other than the property owner listed in item 2 above, the owner's authorization must be obtained)

I hereby authorize _____
as the applicant listed above, to act as my agent in matters pertaining to this application.

(Signature)

(Date)

(Printed Name)

Note to all applicants:

- No retail sales shall be permitted in the outdoor event area.
- The owner's authorization of this application is also consent to allow the Commission's Staff to inspect the subject property.
- Please be advised that violations of the New Jersey Meadowlands District Zoning Regulations may lead to the invalidation of conveyances of property, revocation of New Jersey Meadowlands Commission permits, fines of not less than \$500.00 nor more than \$5,000.00, or other legal action.



APPLICATION FOR OUTDOOR EVENT

OUTDOOR EVENT REQUIREMENTS

An application for an outdoor event must include ALL of the following items:

1. Completed application form, including property owner's authorization.
2. List of proposed event dates and times.
3. Notification letter to the Chief of Police and the Fire Official seeking permission for the event (see sample letters to Chief of Police and Fire Official).
4. Approval letters from the Chief of Police and Fire Official listing the dates and times of the event.
5. One copy of the site plan for the property indicating the location of event areas and all parking spaces. The square footage of the event area shall be indicated on the plan.

Applications shall be submitted to this Office a minimum of 15 working days prior to the event.

One temporary event sign or banner is permitted per lot. The size and location of the sign or banner shall conform to N.J.A.C. 19:4-8.14. Such signs or banners may be erected up to seven (7) days before the event and must be removed immediately following the event.

If you have any questions, please contact this Office at (201) 460-1700.



APPLICATION FOR OUTDOOR EVENT

SAMPLE LETTER TO CHIEF OF POLICE

Chief of Police

_____, NJ _____

Dear _____:

[Name of Company] would like to hold an outdoor event as follows:

Location: _____

Day: _____ Date: _____ Time: _____

Day: _____ Date: _____ Time: _____

Day: _____ Date: _____ Time: _____

We are now applying to the New Jersey Meadowlands Commission (NJMC) for a permit for this event. The NJMC requires the approval of the Police Chief before it will issue a permit. If you approve the above event date and times, please forward a copy of your written approval to:

Land Use Management
New Jersey Meadowlands Commission
One DeKorte Park Plaza
Lyndhurst, NJ 07071

If you have any questions please do not hesitate to contact us.

Sincerely,



APPLICATION FOR OUTDOOR EVENT

SAMPLE LETTER TO FIRE OFFICIAL

Fire Department

_____, NJ _____

Dear _____:

[Name of Company] would like to hold an outdoor event as follows:

Location: _____

Day: _____ Date: _____ Time: _____

Day: _____ Date: _____ Time: _____

Day: _____ Date: _____ Time: _____

Day: _____ Date: _____ Time: _____

We are now applying to the New Jersey Meadowlands Commission (NJMC) for a permit for this event. The NJMC requires the approval of the Fire Official before it will issue a permit. If you approve the above event date and times, please forward a copy of your written approval to:

Land Use Management
New Jersey Meadowlands Commission
One DeKorte Park Plaza
Lyndhurst, NJ 07071

If you have any questions, please do not hesitate to contact us.

Sincerely,